



REPLY TO  
ATTENTION OF:

EANC-GP

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 19th THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

27 December 2002

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #42 - Equal Employment Opportunity (EEO) - Sexual Harassment

### 1. REFERENCE.

- a. AR 690-12, Equal Employment Opportunity and Affirmative Employment.
- b. 29 Code of Federal Regulation (CFR) Part 1614.

2. PURPOSE. This memorandum provides my policy regarding Equal Employment Opportunity (EEO) Sexual Harassment.

3. APPLICABILITY. This policy applies to all U.S. civilian employees, applicants for employment, and managers/supervisors of U.S. civilian employees of the 19th Theater Support Command (TSC).

### 4. GENERAL POLICY.

a. Department of the Army is totally committed to creating and maintaining a work environment conducive to maximum productivity and respect for human dignity. Army policy is zero tolerance for unlawful harassment. Sexual harassment is unacceptable conduct and will not be condoned.

b. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when: (1) submission is made explicitly or implicitly a term or condition of a person's job, pay or career, or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting that person, or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

c. Employees, who perceive they are being sexually harassed by supervisors, superiors, or co-workers, should make it clear that such behavior is offensive. If the problem persists or after attempting to work through the chain-of-command there is fear of reprisal, then contact the Equal Employment Opportunity (EEO) Office for assistance. The EEO staff is prepared to assist in resolving such matters and should be considered appropriate resource persons for assistance to management, as well as employees.

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5. SPECIFIC POLICY.

a. It is the responsibility of every leader--military and civilian--to examine claims of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively. Supervisors are responsible for being aware of the work environment they control, to clearly convey this policy, to hold themselves and employees accountable for instances of sexual harassment and to ensure that all employees attend mandatory training in the prevention of sexual harassment annually.

b. I am committed to the goal of maintaining a work environment free of discrimination and sexual harassment for all personnel in the 19th Theater Support Command.

6. SUPERSESSION. This policy memorandum supersedes 19th TSC policy memorandum 26-01, dated 18 April 2001.

7. The point of contact is Equal Employment Opportunity (EEO) – Sexual Harassment, 19<sup>th</sup> TSC at DSN 768-8634.

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